Poster Printing at KB Copy Centre

If you require a poster for your next conference, exhibition or promotional event then you can be assured of a reliable and high quality service from KB Copy Centre. We provide a full range of conference and exhibition posters, and a variety of high quality printing materials to choose from. Even if your event is only days away, we can ensure you will receive the service you require.

What is your normal turnaround time for printing posters?

Assuming we encounter no problems with your file then all poster print orders received Monday to Friday will be ready for collection the next business day. For very urgent poster print orders, we can normally offer a same day print service. For poster print orders to be delivered within the University, your poster will be shipped within a day, to be delivered to you within 3 business days.

How do I order my poster and get my poster file to you?

Choose from one of the poster media listed below and email your file as a PDF to kbcopy@ed.ac.uk, letting us know the exact size you require, what method you wish to use to secure payment, and what date and time you require your poster to be ready. If your poster is to be delivered using the University transport system please provide a full postal address (please note: there is a £3.00 delivery charge for this service).

Paper Type	A0	A1	A2
Matt Coated (180gsm)	£18.00	£12.00	£9.50
Premium Gloss (240gsm)	£23.50	£18.00	£14.00
Premium Satin (200gsm)	£29.00	£23.50	£18.00
Travel Canvas (230gsm)	£45.00	£36.00	£26.00
Art Canvas (300gsm)	£41.00	£32.00	£22.00
Matt Encapsulation (+print)	£21.00	£16.00	£14.00
Foamex Board (+print)	£40.00	£20.00	£10.00

Can you tell me more about each paper type?

- The **Matt Coated (180gsm)** paper features a smooth matt surface, and delivers sharp image quality.
- The **Premium Gloss (240gsm)** photo paper delivers both excellent photographic image quality and long lasting permanence for indoor display.
- The **Premium Satin (200gsm)** photo paper offers a low light reflection material, ideal for high-impact display graphics, providing exceptional permanence for indoor display.
- The **Art Canvas** has a slightly textured matt finish, ideal for printing high quality art reproductions and photographs and can be used as a stretch canvas for framing.
- The **Travel Canvas** is a durable and foldable material developed for high resolution printing, ideal for folding into a suitcase for travelling.

- The **Matt Encapsulation** features a Premium Gloss (240gsm) print completely encased and sealed in a high quality waterproof film, and is ideal for outdoor display or in situations where a poster needs to be well protected and preserved.
- The **Foamex Board** is a cost effective display solution, useful for exhibition panels, event signage, displays and wall mounted signs. A high quality vinyl poster is mounted on hard wearing 3mm Foamex Board, providing a durable and weatherproof display that can be used indoors and outdoors, and is suitable for long term application.

Can you tell me more about the benefits of Travel Canvas?

Travel canvas is a durable and foldable fabric material that does not crease. It is ideally suited for folding into a suitcase for overseas travel without paying excess baggage costs. The poster comes out of your bag with only the slightest hint that it has been folded. Should you notice any light creasing then it can easily be removed with a low heat iron. Specifically developed for high resolution printing, this lightweight fabric will give you an excellent presentation of your poster, with the same accurate colours, legible text, and high-grade graphics that our paper posters give you.

What program should I use to create my poster?

Microsoft PowerPoint, Word and Excel users should save their file as a PDF to ensure fonts and images print correctly.

Save your PowerPoint file as PDF

Instructions for Windows

- From PowerPoint, click the 'Office' button in the upper left corner
- Click 'Save As' from the dropdown menu
- Confirm the file name and folder then select PDF in Save as Type
- The save as box will readjust, then click on the 'Options...' button
- Untick 'ISO 19005-1 complaint (PDF/A)', the click Okay, then click 'Save'
- To proof the PDF before submitting, please find the file in the folder you saved the PDF to

Instructions for Mac 0SX

- Click on the 'Office' menu, then 'Print'. Tick the box that says 'Scale to Fit Paper'
- The preview box will readjust, then click on the PDF dropdown menu (bottom left of Print screen)
- Select the first option to 'Save as PDF'
- Confirm file name and folder, then Click 'Save'
- Confirm that you would like to change the extension from '.ppt' to '.pdf'
- To proof the PDF before submitting, please find the file in the folder you saved the PDF to

What is the best way to set up my PowerPoint file?

Before you start designing your PowerPoint page for a poster, go to the File Menu and Select 'Page Setup'. If you are using Microsoft PowerPoint 2010, click on the Design tab at the top and then click on the 'Page Setup' button. Under 'Slides Sized for;' choose 'Custom' and then set the page size to the same size that you want your poster to be. For example, if you want your poster to be A0, then set the custom page size in PowerPoint to 84.1cm x 118.9cm.

Poster 'A' Sizes

The international paper size standards are as follows:

A0   841mm x 1189mm (or 33.1" x 46.8")

A1   594mm x 841mm (or 23.4" x 33.1")

A2   420mm x 594mm (or 16.5" x 23.4")

A3   297mm x 420mm or (11.7" x 16.5")

A4   210mm x 297mm or (8.3" x 11.7")
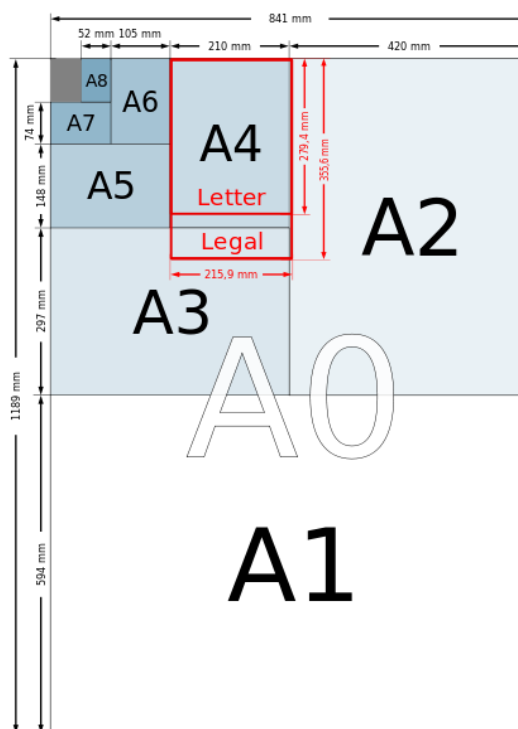
Can you offer any help designing my poster?

At Printing Services we can provide design and pre-press services upon request. We have a dedicated graphics team who can help you with the design and visual representation of your poster. They will be able to assist you with layouts, graphics, colours, graphs, diagrams, and more. Alternatively, we can provide designed PowerPoint poster templates that include the most common elements of a research poster layout. We can also provide you with various University crests on request. For further information and contacts, please send your requirements to kbcopy@ed.ac.uk and we will direct you to the best source.

How should I arrange payment?

There are various ways to arrange payment for the printing of your poster. You can pay on collection with cash or card, alternatively, we can send you the link for our secure University online epay system which allows you to make payment directly to Printing Services (Please note: for your own security, we do not take card payments over the telephone). If you wish to pay through your University department or directly from your grant, you should arrange for an Electronic Internal Transfer (EIT) to be raised through your department secretary or stores.

Further Information

For more technical information or advice on these services, please contact KB Copy Centre. We can help you with your specific requirements and suggest the most appropriate solution for your imaging needs.

King's Buildings Copy Centre

Opening times: Monday to Friday, 9am-5pm

King's Buildings Copy Centre
Room 2300, James Clerk Maxwell Building (JCMB)
King's Buildings
Edinburgh EH9 3JF
United Kingdom

email: kbcopy@ed.ac.uk

Tel: +44 (0)131 650 5001

Posters may be collected direct from the KB Copy Centre or sent to you via the internal mail (please allow at least three working days *after your poster is printed* for it to reach you and give KB Copy Shop your name and address the poster is to be delivered to).
This service adds £3.00 to your EIT.